

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

POSITION TITLE: LEAD INTERPRETER

POSITION LOCATION: ASDB

POSITION REPORTS TO: Administrator

POSITION SUPERVISES: None

POSITION LEADS: Hourly sign and foreign language interpreters

MINIMUM QUALIFICATIONS:

H.S. Diploma or Equivalent; two years experience as an interpreter, coursework in interpreting; RID CI or CT or equivalent.

PREFERRED QUALIFICATIONS:

Associates Degree in interpreting; RID CI and CT, additional years experience, certificate as ASL instructor, fluent in Spanish language.

MAJOR DUTIES AND RESPONSIBILITIES:

Provides interpreting services for the Board of Directors and Superintendent; serves as lead interpreter at all Board meetings and other Board related functions, i.e., Board Subcommittee meetings, special events, etc.; arranges team interpreters for all Board functions, as needed; develops and maintains appropriate and effective relationships with the Board of Directors, staff, students, parents, and public; independently coordinates, schedules, and provides interpreting services for other Agency programs as needed, including sign language, Spanish, Navajo, etc.; assists in the interview and hiring of interpreters and processes appropriate paperwork; processes interpreting requests, maintains interpreting records, and completes timesheets; collects and summarizes interpreting data for reports and analysis; performs general office tasks such as answering phones, typing, word processing, TDD and calculator, operation; performs other tasks and assumes other responsibilities as assigned by the Administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the use of sign language in a variety of interpreting settings; knowledge of office practices and procedures; skilled in reverse interpreting; possess interpersonal communication, telephone, and decision making skills; ability to work well with people; ability to work with an extreme degree of autonomy and flexibility; ability to plan, coordinate, organize, and establish priorities.

SPECIAL REQUIREMENTS/CONDITIONS:

Employee must maintain at least a RID CI, CT rating or intermediate equivalent as a condition of employment. Some travel is required.

PAY PLAN: <u>EDINT</u>	GRADE: <u>EDI</u>	FLSA: <u>Non-Exempt</u>	Date: <u>Revised: 7/2006</u>
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